



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

<b>Title</b> Assistant Director of Nursing Services 1, Psychiatric Hours: (Evening Shift) 3:45pm-12:15am, rotating Tuesday and Friday off with every other weekend. (Night Shift) 11:45pm-8:15am, rotating Tuesday and Thursday off with every other weekend [Classified Competitive]			<b>Salary</b> S27 \$74,762.05 - \$106,450.60
<b>Posting Number</b> 264-22	<b>Position Number</b> 035574; 038343	<b>Number of Positions</b> 2	<b>Posting Period *</b> From: 03/18/2022 To: 04/01/2022
<b>Location:</b> Greystone Park Psychiatric Hospital 59 Koch Avenue Morris Plains, NJ 07950			<b>Scope of Eligibility/Open to:</b> Applicants who Meet the Requirements
<b>GENERAL DESCRIPTION</b>			
A position in this job category typically functions as a manager of an organizational unit; plans in-service training; administers a quality assurance program and a compliance program for accreditation; evaluates the overall operation of the program or service; investigates complaints; analyzes statistical data; advises health care providers or facilities of methods of compliance with standards regarding delivery of services; confers with other professionals; provides technical advice to staff, peers, or management. Supports hospital safety, by communicating to Nursing supervisors and hospital staff, the safe patient care hospital policies and directives, and oversees the process, i.e. staff BLS CPR recertification, mock code drills, infection prevention processes, and the judicious and safe use of seclusion/restraint.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelors degree in Nursing.  <b>EXPERIENCE:</b> Six (6) years of experience as a Registered Nurse. Three (3) years of the required experience shall be in a first in-line supervisory capacity involving the care and treatment of psychiatric, geriatric, or developmentally disabled patients.  <b>NOTE:</b> Applicants who do not possess the Bachelors degree in Nursing must possess one (1) additional year of non supervisory experience.  <b>LICENSES. CERTIFICATIONS OR REGISTRATIONS:</b> Appointee will be required to possess a current professional license as a Registered Nurse valid in the State of New Jersey.  <b>SUBSTITUTION:</b> A Master's degree in Mental Health/Psychiatric Nursing, Nursing Education, Nursing Administration, or Health Services Administration may be substituted for one (1) year of the required non-supervisory experience.  <b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
If interested in this position, you can reply in one of two ways: <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PST.GPH@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Michelle Battle, Personnel Assistant 2</b> Greystone Park Psychiatric Hospital Reference Posting #264-22 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400</li> </ul> </div> <div> <b>Required documents:</b> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> </div> </div>			

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*